

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

NOTICE 04-02

ISSUE DATE: 02/09/2004

DISPOSAL DATE: 12/31/2006

RE: DWD AND DHFS CIVIL RIGHTS
COMPLIANCE PLAN
REQUIREMENTS, 01/01/04 –
12/31/06

To: County Department of Human Services Directors
County Department of Social Services Directors
Child Support Agency Directors
Refugee Services Agency Directors
W-2 Agency Directors
Other agencies under contract with DWS

From: Bill Clingan /s/
Division Administrator

The revised Civil Rights Compliance (CRC) Plan Instructions and Format, covering the period January 1, 2004, through December 31, 2006, were released on December 16, 2003. The CRC Plan, which includes the documents that agencies need to complete and return, can be accessed at the following web site: http://www.dwd.state.wi.us/dws/civil_rights/cr0406/cr_plans.htm.

An important aspect of service delivery is assuring that potential program participants have access to our programs and are treated fairly. The method the Division of Workforce Solutions (DWS) uses to review and evaluate this aspect of service delivery is through the submission of a Civil Rights Compliance Plan. Staff in the Department of Workforce Development (DWD) and the Department of Health and Family Services (DHFS) have worked together to develop these CRC Plan Instructions and Format for agencies that deliver services under contracts with either DWD or DHFS.

Several important changes have been made to the CRC Plan Instructions and Format since the last planning cycle. These changes were designed to make this a more efficient process for both the agencies providing service and the state agencies review program delivery. Changes include:

- ◆ Planning cycle is now 3 years instead of 2 years;

- ◆ Rather than have several plans from different county departments or agencies, this plan provides for a single consolidated county-wide plan;
- ◆ Different CRC Plan formats have been provided for counties and municipalities versus private non-profit and for-profit organizations;
- ◆ The Plan format is automated with the links to important data sources necessary for completion of the Plan built right into the instructions.

Your agency's contract or grant agreement with DWS will specify when a CRC Plan is to be filed. For counties and W-2 agencies, the due date for the CRC Plan has been extended to March 1, 2004.

For assistance in completing the plan, DWD funding recipients should contact their contract manager or grant administrator (name is identified in your contract or grant agreement) or Elayne Moore, Civil Rights Assistant, (608) 264-9820 or (866) 275-1165 (TTY) or elayne.moore@dwd.state.wi.us. DHFS funding recipients need to contact David Duran, CRC Officer at (608) 266-9372 (voice) or (608) 266-2555 (TDD) or durand@dhfs.state.wi.us. Funding recipients of both DWD and DHFS may contact either agency.

Thank you for your cooperation in assuring the services delivered in support of DWD and DHFS programs meet or exceed all requirements for civil rights compliance.

REGIONAL OFFICE CONTACT: Area Administrators